

# IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼

## HUMAN RESOURCES ENTERPRISE

### IPERS CHIEF EXECUTIVE OFFICER

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#### DEFINITION

Provides dedicated leadership in, and assures the effective development and administration of, the Iowa Public Employees' Retirement System and the federal-state agreement providing Social Security for public employees in Iowa, in accordance with applicable State and Federal laws. Performs under the general direction of the Governor of the State of Iowa, and with accountability to the Investment Board and the Benefits Advisory Committee of the Iowa Public Employees' Retirement System (IPERS), and the Legislature of the State of Iowa.

**The Work Examples and Competencies listed are for illustrative purposes only and not intended to be the primary basis for position classification decisions.**

#### WORK EXAMPLES

Ensures compliance with all fiduciary principles associated with the management and administration of IPERS.

Oversees the development, refinement, implementation and monitoring of strategic and operational plans, management goals and objectives, and internal policies and procedures.

Oversees the evaluation of IPERS' staff and contractor performance relative to the System's goals and policies.

Directly supervises the System's Internal Audit function and staff.

Oversees the development, refinement, implementation and monitoring of a strategic staffing plan which examines staffing needs in the context of changing demographics, technology application, and effective resource utilization and development.

Oversees the design, promotion, delivery, and quality of programs, products, and services.

Oversees, in conjunction with the IPERS' Investment Board, the actuarial services and data received by the System, to ensure sound evaluation of the System's financial status and availability of adequate funding for the System's obligations and expenses.

Encourages and facilitates the growth and development of the IPERS' staff.

Leads IPERS' management team in determination of departmental policy, identification and resolution of problems affecting IPERS as a whole, identification of special projects, and the sharing of program information between work units.

Oversees System's liaison to the Iowa Legislature and directs policy related to legislative communications and relationships.

Oversees the development and monitors the implementation of the IPERS budget in accordance with all applicable laws.

Monitors and comments upon developments at the federal government level which impact public employee retirement systems by submitting appropriate recommendations or comments to the Congress or related agencies.

Ensures the participation of IPERS in appropriate regional and national associations involved in retirement plan administration.

Ensures the participation of a liaison with employee organizations, government administrators, and others concerning matters related to IPERS' programs.

**COMPETENCIES REQUIRED**

Demonstrates a high level of leadership ability, a commitment to collegial decision-making, and proven abilities to work and communicate effectively with persons and organizations of diverse opinions, positions and backgrounds.

Possesses a strong commitment to fiduciary principles, and the honoring of these, throughout all aspects of IPERS endeavors, including all actions and communications with staff, members, and policy makers.

Knowledge of the principles, functions, regulatory requirements and current trends in public pension plan administration, including financial management, investment asset management, benefit design and delivery, legal administration and operations administration.

Ensures that work is performed in a quality and cost-effective manner with member and stakeholder service as the highest priority.

Knowledge of state and federal laws, legislative processes, regulations, standards, and policies governing public retirement and old age and survivors' insurance systems.

Knowledge of federal and other state retirement benefit programs.

Knowledge of actuarial principles and terminology, and the role of actuarial factors in soundly funding retirement systems and paying promised benefits.

Knowledge of human resource management principles and methods; commitment to fostering a team spirit and the creation of a dynamic, employee friendly work environment.

Ability to represent IPERS' programs both within and without State government, and to gain support for the System's goals and objectives.

Demonstrated ability to oversee the development of strategic plans, program objectives and performance measurement systems and to assess progress toward achievement of objectives.

Proven ability to build relationships with government officials, including other Department Directors, the Executive Branch staff, and members of the General Assembly.

Experience in developing policy and objectives in coordination with other organizations and agencies.

Displays the highest standards of ethical conduct. Consistently demonstrates honesty and integrity.

Works and communicates with internal and external members and customers, including but not limited to the IPERS Investment Board and the IPERS Benefits Advisory Committee in an effective, respectful, polite, courteous, and cooperative manner.

Aligns behavior with the needs, priorities and goals of the organization.

Encourages and facilitates cooperation, pride, trust, and group identity. Fosters commitment and team spirit.

Expresses information to individuals or groups effectively, taking into account the audience and nature of the information. Listens to others and responds appropriately.

**EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS**

Graduation from an accredited four-year college or university with an emphasis in business or public administration. Prefer a J.D., M.B.A., M.P.A. or other post-graduate degree related to pension plan administration. Five years of full-time progressively more responsible management work with a statewide public pension system with responsibilities comparable to IPERS. Preferred qualifications include training or experience in political science and personnel or human resource administration.

Effective Date: 6/02 JG